

## **Address Change**

State of Tennessee mail is not forwarded! To ensure you receive notifications, renewals and license certificates, you must notify the Board of any address change.

To ensure your mailing address is correct, you may review from the website at:  
<http://licsrch.state.tn.us/>

ADDRESS CHANGE REQUEST		
<b>Type of License</b>		
<input type="checkbox"/> Contractor	<input type="checkbox"/> Home Improvement	<input type="checkbox"/> LLE <input type="checkbox"/> LLP
Name on License: _____		
License ID#: 000 _____		
Old Address: _____ _____		
<b>New Mailing Address</b> _____ _____		
(Physical Address if listed a P.O. Box)		
_____ (City)	_____ (State)	_____ (Zip)
Telephone# (____) _____ - _____    Fax# (____) _____ - _____		
Email Address: _____		
Signature: _____		

Mail to the Board at:  
Contractors Board  
500 James Robertson Parkway, Suite 110  
Nashville, TN 37243-1150

Fax:  
(615) 532-2868

Email address change requests by including the above information and send to:  
[Sandra.Rector@state.tn.us](mailto:Sandra.Rector@state.tn.us)

*(Signature not required for email address requests)*